

**CLASSIFICATION:** Associate Budget Analyst

**DIVISION:** Administration

**POSITION NUMBER:** 797-651-5284-707

**INCUMBENT:**

**EFFECTIVE DATE:** 06/09/2015

**EMPLOYEE'S SIGNATURE:**

**SUPERVISOR'S SIGNATURE:**

Under the direction of the Budget Officer/Team Coach, the Budget Analyst is responsible for administration and development of the Department's budget and support functions related to assigned programs.

- 45% Analyze use of funds in assigned programs/units, prepare and present to management team status reports on use of funds, and forecast future funding availability based on pending, current, or past usage. Review and approve purchase requests from assigned programs/units. Monitor and track appropriation adjustments. Review CALSTARS to ensure expenditures remain within authorized resources and communicate problem areas to assigned team management.
- 20% Prepare and review all Department budget documents including galley documents, budget revisions, and Budget Letter, Executive Order, and legislative budget changes.
- 15% Assist in preparing Budget Change Proposals, Spring Finance Letters, analysis of legislative augmentations, and responses to Department of Finance and Agency requests.
- 10% Determine fiscal impact to the Department of proposed legislation, regulation, or other statute change.
- 10% Provide support to budget team relating to local assistance allocations using Intrastate Funding Formula, HICAP, and Title V funding formulas. Reconcile allocations to federal grant, budget, accounting, and program records. Prepare and coordinate through the Department of Finance, all budget revisions to align appropriation records with local budget amendments processed during the year.